BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	Unit 29: Health and Safety in the Workplace
Learning aim(s)	**A** Understand legal and regulatory responsibilities of employers and employees for health and safety in the workplace
Assignment title	**Assignment 1:** **The responsibilities of employers and employees in the workplace**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are employed as an assistant to the Human Resources Manager (you are free to choose a sector in which the business operates e.g. a chain of fast food outlets, a hotel group or a manufacturing business). Following a recent restructuring of the business a new team of supervisors has been created. As part of their induction programme, the supervisors will attend a training session on health and safety in the workplace. Your manager has asked you to prepare a report which will be distributed at the training session which details the legal and regulatory responsibilities of employers and employees for health and safety in the workplace.

Task	Prepare a report detailing the legal and regulatory responsibilities of employers and employees for health and safety in the workplace. Your report should cover the following areas: ● An overview of health and safety legislation which is applicable to all businesses ● Examples of the health and saftey legislation and regulations applicable to the sector in which the business operates ● The responsibilities of all employers and employees in respect of health and safety ● The specific responsibilities of employers operating within your chosen sector ● Examples of any codes of practice which are applicable to the sector in which the business is operating ● The implications for employers and employees if they do not comply with health and safety legislation for employers and employees including relevant examples.
Checklist of evidence required	● Health and safety report

Criteria covered by this task:

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Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
29/A.D1	Evaluate the effectiveness of legal and regulatory requirements that would apply in a selected workplace environment.
29/A.M1	Discuss the impact that legal and regulatory factors have on health, safety and security in different workplace environments.
29/A.P1	Explain legal requirements and regulations for ensuring health, safety and security in different workplace environments.
29/A.P2	Explain the health and safety responsibilities of employers and employees in different workplace environments.
Sources of information to support you with this Assignment	Different countries have different laws and regulations governing health and safety in the workplace. In the United Kingdom, for example, information and advice on health and safety legislation relating to business is the responsibility of the Health and Safety Executive (HSE): www.gov.uk/health-and-safety-executive In addition to health and safety legislation which is applicable to all businesses, specific sectors of business will be required to follow specialist health and safety regulations. In the UK for example, businesses operating in the food industry must follow the regulations laid down by The Food Safety Act. You are advised to search relevant government websites and specific industry regulations in your own country to find the information you need to complete this assignment